

TNG

07 JUN 1988

MEMORANDUM FOR: Director of Training and Education

FROM: John M. Ray
Director of Logistics

SUBJECT: Suggested Topic for the Course, "Managing in CIA"

Stan:

1. As you may know, the Agency is committed to open-office layouts in terms of its workplace. Space in the working environment is an extremely important consideration for our employees. Although open-office arrangements are very controversial in the Agency, there are few people who know what they are talking about. I think it is imperative that we undertake a campaign to educate our managers regarding the facts of open-office layouts.

2. In view of the above, I strongly urge that an hour be devoted to the subject of open-office layouts in the training course, "Managing in CIA." I have been in touch with an expert on this subject, Mr. Peter Karp, Associate Principal, RTKL Associates, Incorporated. If you agree, I would be most willing to ask Mr. Karp if he can share his expertise on open-office planning and the work environment with participants in all subsequent runnings of the "Managing in CIA" course. Please let me know your reaction to this proposal.

STAT


John M. Ray

cc: C/FMD/OL

P.S. I would suggest that we pay Mr. Karp an appropriate fee for his presentations.

STATDL/JMRA:mgk  (7 JUN 88)

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